

**1. Providing references from equivalent terms and phrases.** After deciding which term or phrase is to represent a concept when formulating a new authorized term, add all other equivalent words and phrases found while conducting research as UFs to the new authorized term.

*Examples:*

**Picture dictionaries**

UF Pictorial dictionaries

UF Visual dictionaries

**Minimal music**

UF Meditative music

UF Minimalist music

UF Repetitive music

UF Systematic music

**2. Providing references beginning with significant words.** In addition to the above UFs, rearrange the words of the new authorized term and its alternative forms so that additional UFs are provided under each significant word in the filing position, as long as the resulting combination of words represents an expression under which a catalog user might logically be expected to search. The standard means of accomplishing this is by inverted references, although phrase equivalents of the inverted forms are also used. *Examples:*

**Double dactyls**

UF Dactyls, Double

**Creeds**

UF Confessions of faith

UF Faith, Confessions of

**Stand-up comedy routines**

UF Comedy routines, Stand-up

*Exception:* Do not make an inverted UF when a BT that begins with the same word or words as the UF, or where the authorized term is in a hierarchy leading up to the same word(s).

*Examples:*

**Tourist maps**

BT Maps

*[The UF Maps, Tourist is not made because the BT **Maps** begins with the same word.]*

**Steampunk comics**

BT Science fiction comics

*[The UF Comics, Steampunk is not made because **Science fiction comics** has the BT **Comics (Graphic works)**, which begins with the same word that the inverted UF would.]*

**3. Providing references from alternative spellings, word endings, etc.**

**a. General rule.** If alternative spellings are possible, including singular and plural forms, alternative word endings, etc., make additional UFs covering those possibilities. *Examples:*

**Airs de cour**  
UF *Airs de court*

**Audiobooks**  
UF *Audio books*

**Catalogs**  
UF *Catalogues*

**Exempla**  
UF *Exemplums*

**b. Hyphens, diacritics, and capital letters.** Do not make a UF reference from a form in which the only difference is the presence of a hyphen, diacritic, or capital letter because these forms “normalize” to the same string of characters as the authorized term itself. *Example:*

**Pop-up books**  
UF *Popup books*  
[*The UF Pop up books is not made.*]

**c. Authorized terms based on another authorized term.** For terms based on another term, do not make UF references that repeat alternative spellings or variants that are already covered by a UF reference in the base term. For example, do not make the UF *Concert programmes* on the heading **Concert programs** because the base term **Programs (Publications)** has the UF *Programmes (Publications)*.

**4. “Used for” references from changed or cancelled terms.** If a term is changed to a new form, make a UF from the old form or from the cancelled term to the new one (see J 130). *Example:*

**War films**  
UF *Anti-war films* [Former heading]

**5. Upward “used for” references.** Occasionally it is appropriate to make UF references from other than strictly synonymous words or phrases in order to inform the catalog user that a particular concept is entered under another, usually broader, authorized term. A UF reference from a specific word or phrase to a broader term is referred to as an “upward” reference. *Examples:*

**Photomaps**

UF Orthophotomaps

**Personal correspondence**

UF Personal email

UF Personal letters

UF Personal mail

UF Private email

UF Private letters

UF Private mail

**Holy Week music**

UF Good Friday music

UF Holy Saturday music

UF Holy Thursday music

UF Maundy Thursday music

UF Palm Sunday music

Make references of this type only when it is clearly impractical to establish specific authorized terms for the separate concepts.

**6. Abbreviations, acronyms, etc.** When a concept is well-known both in its fully spelled-out form and as an acronym or abbreviation, make UFs from the abbreviated forms if the full form is selected as the form of the authorized term. Add an explanatory parenthetical qualifier to the acronym or abbreviation. *Examples:*

**Public service announcements (Motion pictures)**

UF PSAs (Motion pictures)

**Rhythm and blues music**

UF R & B (Music)

UF R and B (Music)

UF R&B (Music)

**6. Abbreviations, acronyms, etc. (Continued)**

If a concept is better known as an acronym or abbreviated form, select that form for the authorized term. Make a UF from the full form. *Example:*

**FAQs**

UF Frequently asked questions

**7. Foreign terms.** In general, do not add UFs to genre/form terms from their equivalents in foreign languages. However, such references may be made from foreign words and phrases that are in widespread use in English-language reference sources. *Example:*

**Fairy tales**

UF Märchen

**8. [. . .] and [. . .] terms.** For authorized terms established in the form [Genre/Form A] and [Genre/Form B] (see J 180) make a UF from the reversed form. *Examples:*

**Charters and articles of incorporation**

UF Articles of incorporation and charters

**Fraternity and sorority songs**

UF Sorority and fraternity songs

**9. Initial articles.** If the authorized term includes an initial article in inverted position, or if users are likely to search under an article, make a UF reference from the form with the article. *Example:*

**Bop (Poetry)**

UF The bop (Poetry)